

# Washington Square/Eastwood/Powell/ Library Assistant

**Job Title**

Library Assistant 3

**Department/Agency**

Branch & IT Services  
Eastwood/Powell/Washington Square

**Reports to**

Lead Librarians - Branch

**Salary Schedule**

KPLSP - Library Assistant

**FTE**

1.0

**Date**

October 2015

**Position Summary:** Responsible for comprehensive patron service and clerical-administrative support duties related to the operation of the Eastwood/Powell and Washington Square library branches under the direct supervision of branch lead librarians. Duties to include: performing public service desk duties, assisting with other clerical duties to support the branches and acting as a library liaison for Spanish-speaking patrons.

**Duties and Responsibilities**

1. Assists patrons at public service desk: collects fines, registers patrons; facilitates access to materials; answers basic informational questions related to branch collections; serves as first line of patron support in responding to complaints and inquiries; ensures thorough documentation of patron interactions in Workflows.
2. Assists patrons with basic computer and audiovisual needs; software support, solving minor hardware problems, answering simple questions, assisting with audio visual equipment.
3. Prepares circulation desk for daily use as assigned; performs daily cash routines; maintains adequate library supply inventory; assumes responsibility for the branch in the absence of a librarian.
4. Provides general supervision, direction and mentorship to hourly circulation staff; trains staff in circulation processes and procedures as needed.
5. Provides collection development support as needed.
6. Assists with programming planning, promotion and facilitation; assists outside groups utilizing Community room; ensures proper display of programming signage.
7. Performs oral and written Spanish/English translation services at the branches and for library-wide purposes, as needed.
8. Participates in departmental meetings, library-wide committees, and training opportunities.
9. Performs other duties as assigned.

**Physical demands and work environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- *Physical demands:* While performing the duties of this job, the employee is required to travel independently within the office and patron areas of the library and in the communities served. In the work environments described below, the position requires verbal and written conversation with others, sitting, standing, walking, reaching, lifting/moving objects up to 25 pounds, and use of hands to finger, handle, or feel objects, tools or controls. The position occasionally requires standing, walking, sitting and speaking for extended periods of time. Vision abilities required by the job include close vision.
- *Work environment:* Work will be performed in an office environment, library spaces, and in the communities served. Some local travel outside the library may be required. While performing the duties of this job outside of the library environment, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually low to moderate.

**Minimum Qualifications**

1. Fluency in written and spoken Spanish and English; ability to complete accurate written and oral translation.
2. Fundamental knowledge of library practices and procedures.
3. Strong public service orientation.
4. Demonstrated proficiency in Microsoft Word and Outlook programs with general knowledge of electronic file management.

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## **Desirable Qualifications**

- Familiarity with Milwood/Edison/Vine/Eastwood and Eastside communities.
- Knowledge of Kalamazoo's Hispanic community, including businesses, services, and community leaders.
- Coursework in library science or comparable library experience.

## **Salary**

\$32,941 Entry level (or closest step to current salary for transferring employee); health insurance with employee contribution; fully paid dental, vision, and life insurance; fully paid retirement; pro-rated vacation, sick leave, and holidays.

## **Schedule**

40 hours per week including 1 evening a week and Saturday rotation.

Completed application, cover letter, and recent resume should be sent to Terry New in Human Resources office.  
Applications available in Administrative Services or at [www.kpl.gov](http://www.kpl.gov)

**Deadline for applications: Wednesday, October 28, 2015 at 5:00 pm**